



DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
SOUTHEASTERN MENTAL HEALTH AUTHORITY
JOB OPPORTUNITY

Mental Health Assistant 2 – Wellness Recovery Advocacy Program

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: LATERAL TRANSFER LIST HAS BEEN CLEARED
ALL OTHER QUALIFIED APPLICANTS MAY APPLY

Location: 401 W. Thames Street, Bldg. 301, Norwich, CT

Job Posting No: SM079117

Hours: 1st shift, 8:00 a.m. – 4:30 p.m., Tuesday through Friday (Part-time, 32 hours/week)

Salary: \$25.70 to \$34.35 (Hourly)

Closing Date: December 1, 2016

Eligibility Requirement: This is a competitive classification. Candidates must have applied for and passed the Mental Health Assistant 2 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties may include but not limited to: Will provide case management services based on the Community Support Program (CSP) fidelity model. Will facilitate independent living by providing skill building for daily living through role modeling, teaching daily living skills and decision making, facilitating linkages to community providers, advocating for clients rights, providing medication monitoring, and developing relationships with community providers, families, and natural supports. The majority of services will be provided in the community. Will be responsible for providing crisis assessment/risk management and completing required documentation including, but not limited to, Functional Assessments, Risk Assessments, Quarterly Reassessments, Periodic Assessments, Progress Notes, and Discharge Summaries. Will be responsible for monitoring client progress and documenting client interactions in accordance with agency and regulatory requirements. Will accompany clients and participate in various community-based appointments, including those related to treatment, housing, legal involvement (Probation, Parole, Criminal Court, Probate Hearings), and entitlements. Will assist clients in accessing community-based resources. Will collaborate and maintain communication with appointed Conservators and Representative Payees. Will communicate, via telephone and writing, with staff from various entitlement agencies, including (but not limited to) Social Security Administration and the Department of Social Services. Will teach clients life skills, including those skills related to applying for and sustaining entitlements. Will provide psycho-education to clients and their families/significant others. Will perform other duties as assigned.

Special Requirements: Incumbents in this class must possess and retain a valid driver's license and will be required to travel.

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions: Due to the large number of applications received, it is extremely important to note the **Position Number (found on the posting)** at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

To be considered for this position:

1. **All applicants** must complete a State Employment Application for Examination and Employment ([CT-HR-12](#)). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATIONS TO:
Arnetia Douglas, Facility HR Director
Southeastern Mental Health Authority
401 West Thames Street, Building 301, Norwich, CT 06360
Phone: (860) 859-4651 - FAX: (860) 859-4792
Email: MHA-SMHA-RECRUIT@ct.gov

The State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. **NP-6**